



MEMORANDUM PORTLAND WATER DISTRICT

TO: Board of Trustees

FROM: Carrie Walker

DATE: November 6, 2018

RE: **Workshop Meeting Tuesday, November 13, 2018**

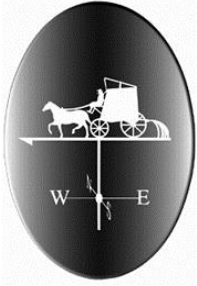
There will be a Workshop Meeting of the Board of Trustees of the Portland Water District on Tuesday, November 13, 2018, at 6:30 p.m. in the Nixon Training Center at the general offices of the District, 225 Douglass Street, Portland, Maine.

The workshop will be preceded by meetings of the following Board committees:

<u>Committee</u>	<u>Room / Location</u>	<u>Time</u>
Administration & Finance	Monie Conference Room	5:30 p.m.
Operations	EOC 2 nd Floor	5:30 p.m.
Planning	Nixon Training Center	5:30 p.m.

AGENDA – WORKSHOP

1. **2019-2023 Capital Improvement.** Chris Crovo, Director of Asset Management and Planning, will present the proposed CIP. *Please bring your budget books or iPads to the meeting.*
2. **Project ABC.** Carrie Lewis, General Manager, will provide an update to the Board.
3. **Other Business.**
4. **Adjourn.**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Administration and Finance Committee / Board of Trustees

FROM: David Kane, Director of Administration
Mary Demers, Director of Employee Services

DATE: November 2, 2018

RE: **Administration and Finance Committee Meeting – November 13, 2018**

A meeting of the Administration and Finance Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 13, 2018 at 5:30 p.m., in the Monie Conference Room of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. **Asset, Billing and Customer Relation Project Update**
An update on the status of the project will be presented.
2. **Pensioners' Annual Cost-of-Living Adjustment**
The committee will discuss the annual cost-of-living adjustment that may be given to current pensioners and make a recommendation to the full Board on any changes for 2019.
(See attached memo)
3. **Non-union Pay Structure**
Staff will present a proposed change to the non-union pay structure. Every two years the salary structure is reviewed and appropriate market adjustments are proposed. (See attached memo)
4. **2019 Budget**
The Administrative Departments will present their respective budgets (see 2019 Proposed Comprehensive Annual Budget Report – Operating Expenses, pages 229 through 247). Also, an overview of the Budget by Fund, Revenue, Human Resources and Capital Finance sections will be provided. (See attached memo)
5. **Other Business**



MEMORANDUM PORTLAND WATER DISTRICT

TO: Operations Committee / Board of Trustees

FROM: Scott Firmin, Director of Wastewater Services
James Wallace, Director of Water Services

DATE: November 2, 2018

RE: **Operations Committee Meeting – November 13, 2018**

A meeting of the Operations Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 13, 2018 beginning at 5:30 p.m., in the Douglass Street EOC of the District, 225 Douglass Street, Portland, Maine.

AGENDA

1. 2019 Budget

The Operational Departments will present their respective budgets (see 2019 Proposed Comprehensive Budget Report, Departmental Expenses, Water Services starting on page 156, and Wastewater Services starting on page 178.)

2. Other Business



MEMORANDUM PORTLAND WATER DISTRICT

TO: Planning Committee / Board of Trustees

FROM: Christopher Crovo, P.E., Director of Asset Management and Planning

DATE: November 2, 2018

RE: **Planning Committee Meeting – November 13, 2018**

A meeting of the Planning Committee of the Portland Water District Board of Trustees will be held on Tuesday, November 13, 2018 at 5:30 p.m. at the Nixon Training Center, Portland Water District, 225 Douglass Street, Portland.

AGENDA

1. 2019 Budget Review

The Asset Management and Planning Departments (Environmental and Engineering Services) will present their respective budgets. See 2019 Comprehensive Budget Report – Operating Expenses, pages 196 – 228. *Please bring your budget notebooks or iPads to this meeting.*

2. Other Business